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Executive Registry

75-593

28 FEB 1975

MEMORANDUM FOR: See Distribution

SUBJECT: Organizing for External Reviews

1. Activities of the Central Intelligence Agency and other elements of the Intelligence Community are now under review by a Presidential Commission and will be additionally reviewed by Select Committees of the House and Senate. Although we are unsure of the precise questions the various investigations will raise, we can anticipate the two most important areas of concern: First, there are the allegations of past improprieties; each of the groups looking into our activities will need to be satisfied on the facts regarding these allegations. Second, there is the matter of possible legislative or other change. The latter may include recommendations bearing on the nature and effectiveness of the financial and policy controls we place upon ourselves; controls imposed upon us by other Government entities; the necessity or appropriateness of some Agency or Community functions; my role in the Intelligence Community; the safeguarding of "sources and methods;" an "open" budget; and others.

2. To enable us to respond adequately to these outside reviews and to ensure that the regular business of the Agency can continue with minimal disruption, I have taken two principal steps: the appointment of Mr. E. H. Knoche as a special assistant responsible to me for coordinating Agency responses to both the Commission and the Committees; and the establishment of the Associate Deputy Directors group chaired by the Inspector General and augmented by representatives of the Legislative and General Counsels and Messrs. Knoche and [redacted] 25X1 of the Intelligence Community Staff, to provide a senior body for review of all Agency materials destined for outside transmittal, and for other purposes.

3. In addition, within the Community I have established an ad hoc USIB group under the chairmanship of [redacted] AD/DCI/IC, 25X1 with the support of the Intelligence Community Staff, to oversee

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coordination of Community responses, including CIA, to questions and issues arising principally within the two congressional Committees.

25X1 Finally, I have created a Task Force, headed by Mr. Knoche and [ ] and assisted by the ADD and ad hoc USIB groups to receive and review all proposals for legislative or other fundamental changes which may arise from within the Community.

4. Efforts to date have been designed to ensure that I have access to the best possible ideas and advice on all matters under review; that precise, comprehensive information needed to answer questions which arise internally or externally is developed; and that sensitive names and other details relating to intelligence employees and activities on behalf of the Government are protected to the greatest extent possible.

25X1 The steps thus far are providing the desired flexibility we need in our response mechanism. I will look to Messrs. Knoche and [ ] to make such adjustments as may be needed from time to time in procedures. I would expect them to discuss such adjustments with the Management Committee, the ADD's, and with the ad hoc USIB group or their principals where appropriate, so that I may have the full benefit of their advice.

5. The following general ground rules apply:

25X1 First, all official requests for information from authorized persons will be routed through Mr. Knoche to the ADD group or to [ ] when the inquiry pertains primarily to the Community as a whole. To ensure that we are aware at all times of the status of these requests, the IG (for the Agency) and 25X1 [ ] (for the Community) will maintain a periodic log of pending requests for information citing the specific topic of each request and identifying the requester, the date of request, and the suspense date for response. In addition, the IG will maintain an index of all materials prepared for background use within the Agency or for outside transmittal.

Second, materials developed by the Agency in response to questions will be reviewed in the ADD group for completeness, responsiveness, and accuracy. The release of such materials as are developed in the case of CIA will be authorized by the

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appropriate Deputy Director before transmittal to the Commission or Committees. In the case of the Community, this release will be done in coordination with the program manager concerned and the appropriate Agency officials from whom the information is acquired. Where there may be questions, these matters should be taken up by [ ] or Mr. Knoche with me.

Third, all proposals for legislative changes, modifications of internal procedures and other fundamental departures from present procedures developed in the Task Force or elsewhere should be reviewed by the ADD group or the ad hoc USIB group as appropriate for recommendations.

Fourth, in addition, Messrs. Knoche and [ ] will report weekly to the Agency Management Committee on proposals and ideas under discussion which impact on the Agency, and they will be responsible for ensuring that I am kept fully informed about views developed on these matters with particular emphasis on differences of opinion. I will look to [ ] and the IC Staff to keep Community components informed on developments which affect them and for generating proposals or ideas which treat with possible procedural or structural changes in my role as leader of the Intelligence Community and Chairman of USIB. This will help ensure that I receive the best possible advice and the greatest diversity of views on controversial issues which may arise.

Finally, all documents prepared for outside transmittal will be routed through Executive Registry to help ensure the existence of a comprehensive record of all proceedings and to make it possible to locate immediately copies of any needed correspondence. In accordance with current procedures, components which create materials for outside transmittal will continue to be offices of record for that material.

6. The procedures outlined above are designed to enable us to organize properly to respond to outside reviews in a considered and timely manner. The protection of individual rights of employees who may be

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called upon to testify as well as the necessity for close collaboration with the Commission and the Select Committees are covered in other memoranda.

/s/ W. E. Colby

W. E. Colby  
Director

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